

**VIRGINIA HIGHLANDS AIRPORT AUTHORITY  
REGULAR MEETING**

**Members Present On-Line: Frank Sims  
Dr. Ellison Conrad – In Person  
Daniel Ruble  
Stephen M. Quilty  
Andy Puckett  
Dr. James E. Baker  
Ben Jenkins**

**Guest Present: See Attachment**

**The Virginia Highlands Airport Authority Board of Directors held its meeting on Monday, April 13, 2020 at 6:00 P.M. via the Zoom App. Mr. Sims, Chairman, determined that a quorum of the Board was present and called the meeting to order. Also present were Mickey Hines, Airport Manager, Kristy Miller, Executive Assistant and Amber Miller, Administrative Assistant.**

**Mr. Sims called for approval of the Minutes of the Regular Meeting March 09, 2020.**

**Dr. Baker moved to approve the minutes of March 09, 2020. Dr. Conrad seconded the motion. Roll call vote was taken AYES: Mr. Puckett, Mr. Ruble, Dr. Conrad, Mr. Jenkins, and Dr. Baker, Mr. Quilty, Mr. Sims. The motion carried unanimously.**

**Mr. Sims stated that a Resolution reference COVID-19 Coronavirus Pandemic and the ability and requirement of the Authority to meet and carryout Essential Business was included in the meeting packet and needed to be reviewed and approved by the Board.**

**Mr. Ruble moved to approve the Resolution reference COVID-19 Coronavirus Pandemic and the ability and requirement of the Authority to meet and carryout Essential Business. Dr. Baker seconded the motion. Roll call vote was taken AYES: Mr. Puckett, Mr. Ruble, Dr. Conrad, Mr. Jenkins, and Dr. Baker, Mr. Quilty, Mr. Sims. The motion carried unanimously.**

**Mr. Sims called for the Financial Report.**

**Mr. Puckett gave the Financial Report.**

**Discussion ensued.**

**Mr. Sims called for the Manager's Report.**

**Mr. Hines gave the Manager's Report.**

**Mr. Hines stated that Proposals in response to the Request for Proposal for Fuel Supplier were due by 4:00 P.M. on March 20, 2020 and that only one valid proposal was received. A copy of Titan Aviation Fuels Proposal had been forwarded to the Board for review and approval.**

**Discussion ensued.**

**Dr. Conrad moved to accept Titan Aviation Fuels to be the fuel supplier for the Airport. Dr. Baker seconded the motion. Roll call vote was taken AYES: Mr. Puckett, Mr. Ruble, Dr. Conrad, Mr. Jenkins, and Dr. Baker, Mr. Quilty, Mr. Sims. The motion carried unanimously.**

**Mr. Hines stated that at the last meeting that he was asked to review Section 17.0 Personnel Policy for Educational Opportunities for Employees and report back to the Board any revisions, if any, needed and that he had done that. Mr. Hines recommended that no changes were needed to Section 17.0 Personnel Policy for Educational Opportunities for Employees.**

**Discussion ensued.**

**No Action was taken.**

**Mr. Hines stated that the staff would have the Draft 20-21 Operations Budget ready to present at the May meeting.**

**Mr. Puckett gave a liquidity report to the Board.**

**Discussion ensued.**

**Mr. Sims called for the Operations Committee Report.**

**Mr. Quilty stated that the Operations Committee had not met.**

**Mr. Sims called for the Development Committee Report.**

**Dr. Baker stated that the Development Committee had not met.**

**Mr. Sims called for Unfinished Business.**

**Mr. Sims stated that the subject of raising the Board Members compensation was briefly discussed at the last meeting and that it is his recommendation to table this discussion until a later date.**

**Discussion ensued.**

**All Board members were in agreeance to table the discussion till a later date.**

**Mr. Quilty gave the Board an update on the Strategic Assessment.**

**Mr. Sims called for New Business.**

**None**

**Mr. Sims called for Public Comments.**

**None. No Public Present on-line or in person.**

**Closed Session**

**None**

**Mr. Puckett moved to adjourn. Mr. Quilty seconded the motion. Roll call vote was taken AYES: Mr. Puckett, Mr. Ruble, Dr. Conrad, Mr. Jenkins, and Dr. Baker, Mr. Quilty, Mr. Sims. The motion carried unanimously. The meeting adjourned at 7:28 P.M.**



**Dr. Ellison Conrad, Assistant Secretary**



**Frank Sims, Chairman**

**A RESOLUTION OF THE VIRGINIA HIGHLANDS AIRPORT AUTHORITY REFERENCE  
COVID-19 CORONAVIRUS PANDEMIC AND THE ABILITY AND REQUIREMENT OF THE  
AUTHORITY TO MEET AND CARRYOUT ESSENTIAL BUSINESS  
APRIL 13, 2020**

WHEREAS, the business and operation of the airport is conducted by a Board of Directors appointed by and responsible to the Board of Supervisors pursuant to Title 5.1 of the Virginia Code, and

WHEREAS, the Directors conduct said business and operations in person at regular scheduled public meetings and the occasional specially called meetings, and

WHEREAS, the present ability of the Directors to meet in person is currently imperiled by health dangers posed to each member by the COVID -19 pandemic, while regular meetings of the Directors remain absolutely essential to the operation of the airport and the conduct of the Authority's business, and

WHEREAS, the continued existence and spreading of the Coronavirus is a physical threat to the members of the Board of Directors if they must meet in person in public at the same physical site, and

WHEREAS, on April 7, 2020, the governing body of the County, the Board of Supervisors, adopted an emergency ordinance providing for the continuation of government services by way of electronic public meetings, and

WHEREAS, it is the intent of the Authority to continue to conduct its meetings without exposing the public or the members of the Board of Directors and employees of the Authority to the potentially fatal coronavirus, while at the same time providing for an electronic method of meeting to satisfy the intent, if not the literal language, of the Virginia Freedom of Information Act, and

WHEREAS, the ongoing COVID -19 pandemic renders what is hoped to be only a temporary situation threatening the health of any attendee personally appearing at a public function but currently interferes with the ability of the Authority to conduct its business in public and in person at monthly meetings (and potentially more than monthly) at the airport, and

WHEREAS, in an effort to provide for its meetings to be available to the public, it is:  
HEREBY RESOLVED that during the time of the existence of any declaration or official finding of an emergency by any official or official agency over the Authority, the Authority shall continue its operations and provide to the best of its ability meetings open to the public by way of employing linked computers using a program for conducting business electronically, and

It is FURTHER RESOLVED that, in accordance with its regular conduct of business, the electronic meeting be recorded and a record and minutes of same be maintained in the usual fashion of the Authority, and an emergency existing, this RESOLUTION shall be and is effective immediately.

PASSED BY A MOTION OF 7 FOR AND 0 AGAINST

*J. Ellison Caudill*

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**SIGNED (ASSISTANT SECRETARY)**

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**VIRGINIA HIGHLANDS AIRPORT AUTHORITY**  
**GUEST LIST - April 13, 2020**

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